

# Grants and Access Officer

## Role Description

Salary grade:	C
Reference number:	GIO
Team:	Arts
Reporting to:	Lottery Funding Programmes Manager
Line managing:	No line management responsibility
Location:	Flexible – can work from any Arts Council office
Travel:	Frequent

## The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. It is a Welsh Government Sponsored Body whose members are appointed by the Welsh Government.

The Welsh Government provides the majority of our funding. We also distribute funding from the National Lottery and raise additional money for the arts where we can from a variety of public and private sector sources.

We're ambitious for the arts in Wales. Our vision is of a creative Wales where the arts are central to the life and well-being of the nation, making our country an exciting and vibrant place to live, work and visit. The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts that are made to reach out to and inspire audiences. We work to create the environment in which ambitious, enterprising artists can grow and flourish, where as many people as possible enjoy and take part in the arts.

## Our values

As a public body we're expected to uphold the highest standards of accountability and openness. We also value creativity and innovation. Our staff often work together in groups and teams to achieve our programmes of work. We place particular emphasis on flexible, collaborative working and support our staff to nurture and develop these skills.

## About this role

The Grants and Access Officer will support the wider work of the Grants and Information team, and in particular, our access support work.

Grants and Information Officers provide the principal point of contact for individuals and organisations who want our help, support and funding. The provision of advice and information is one of our most important services and the quality with which we deliver this service has a key impact on our overall reputation and credibility.

Drawing on their own specialist knowledge and that of colleagues across the organisation, Grants and Information Officers manage enquiries and requests for information and advice, researching and producing written guidance when it is needed.

Grant giving is at the core of our work and its effective delivery is at the heart of this team's work. Grant and Information Officers are responsible for the assessment and monitoring of lottery project grants throughout Wales. Working closely with Development Officers, they will ensure the delivery of an efficient, streamlined service for individuals and organisations.

Grants and Information Officers are advocates for the Arts Council, its work and the activities it supports, and they help encourage the development of positive and collaborative relationships with artists and arts organisations.

The Grants and Access Officer will support the Grants and Information team with core work, however, will focus on new developments around access support for applicants. Our aim is to make our services as accessible as possible.

The Grants and Access Officer will further support applicants who are experiencing barriers to access our services and information with pre-application support.

## Principal responsibilities

**Access** - be accountable for overseeing the day-to-day operations of the Pre-Application Access Support. Focussing on the development of access support across all funding programme, including:

- Administration of access support requests, including raising purchase orders and invoicing
- Arrange access support call outs for applicants
- Support applicants with access requests
- Report on service standards to continually improve the scheme

**Policy** – contributes knowledge and experience to the development of policy and strategy, especially in the following areas:

- the operation of our grants management processes
- information, advice and the conditions of funding
- how we organise and provide our information services
- the assessment of lottery funded activity.

**Grants management** – collaborates on the organisation, management and administration of our grants management process, including:

- the management of efficient application processes
- the planning and organisation of grants decision making meetings.

**Specialist knowledge** – provides guidance and support for our open to application lottery funding schemes including advising on:

- corporate or artform priorities
- eligibility of projects and applications
- technical issues requiring advice to be given to applicants.

**Project delivery** – contributes as a team member to the delivery of tasks and projects across designated areas. These include the review and revision of our Lottery Funding Guidelines, simplification of assessment processes and developing improved support for applicants with particular needs.

**Advice and information** – offers specialist knowledge on the Arts Council's lottery grants programmes to colleagues, partners, artists and arts organisations:

- responding to requests for help or advice
- preparing written guidance, this includes published guidelines and associated supporting documentation for applicants
- working with colleagues to ensure that the information presented on our website in relation to the Arts Council's funding, and other sources of funding and support, is current
- ensure that information on Arts Council funding held by third party agencies that disseminate funding information is current and up to date
- researching, developing preparing information and briefing materials
- delivering face to face outreach advice activity across Wales by, for example:

- facilitating grant advice sessions
  - participating at funding fairs
  - attendance at national flagship events
- working with colleagues to promote and disseminate information in relation to the Arts Council’s strategic initiatives.

**Funding** – supports the effective use of Arts Council funds by:

- advising on and assessing funding applications
- participating in grants decision-making meetings for lottery funding and other corporate projects
- providing clear feedback to applicants and colleagues
- monitoring the progress of projects.

**Advocacy** – actively promotes the profile of the Arts Council of Wales and the activities that it supports, especially in the following areas:

- principal point of contact for individuals seeking guidance and funding support
- promotion of funding schemes and Arts Council of Wales activity.

**Corporate compliance** – adheres to those policies that protect the Arts Council and its staff against potential exposure to reportable risks and incidents. These include Anti-Fraud, General Data Protection Regulations, Welsh Language Standards, Wellbeing of Future Generations and Cyber Security/ICT use. (Staff responsibilities are defined in the relevant Arts Council policies.)

**Additional duties** – any reasonable duties consistent with the above.

## **Knowledge, experience and attributes**

We want to attract to our organisation people who have an interest in the arts, a commitment to the principles of open and accountable public service, and the flair to work with a diverse range of customers. We believe in setting the highest standards in all aspects of our work. Every member of staff is therefore an ambassador for the company and we expect everyone to respect and uphold our reputation.

We aspire to be an innovative, forward looking organisation. We look to our staff to work collaboratively with each other to ensure that we’re efficient, effective and useful.

We take for granted that our staff will be competent in their management of routine administration and that they'll have developed good organisational skills. So we're particularly interested in staff who have the ability to work imaginatively and flexibly to tackle the challenges that they'll face – staff who have the initiative and drive to thrive in a busy work environment and who derive satisfaction from achieving ambitious and stretching targets.

In addition, this role requires the following specific knowledge, experience and attributes. Applicants will be assessed against the essential and desirable criteria set out below:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Relevant professional experience gained within the arts</li> </ul>	
Knowledge	<ul style="list-style-type: none"> <li>• A passion for the arts and the ability to manage and implement initiatives that advance the Arts Council's priorities</li> <li>• A strong knowledge of the arts (including contemporary arts practice and the arts of Wales)</li> <li>• A thorough understanding of equalities issues and their practical application to the Arts Council's work</li> <li>• Experience of public policy making and project management</li> <li>• A familiarity with financial and business issues – the ability to assess and diagnose organisational issues</li> </ul>	
Skills	<ul style="list-style-type: none"> <li>• Competent IT and administrative skills</li> <li>• Excellent communication skills – the ability to be an effective, credible and persuasive advocate. Building and maintaining relationships, both internally and externally</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• A familiarity with grant making</li> <li>• Experience of supporting people with access requirements</li> </ul>	
Attributes	<ul style="list-style-type: none"> <li>• The ability to manage and execute a diverse programme of projects and tasks</li> <li>• Outcome orientated with the determination to drive tasks through to practical completion</li> <li>• Capable of making decisions within the established framework and understanding the processes and procedures around those decisions</li> </ul>	

	<ul style="list-style-type: none"><li>• The ability to be self-servicing and to work with a minimum of direct supervision</li><li>• A commitment to continuing professional development</li><li>• The ability and willingness to frequently travel throughout Wales, the UK and/or overseas, and to work unsocial hours when the need arises</li></ul>	
Welsh language	<ul style="list-style-type: none"><li>• Fluency in Welsh (both written and spoken)</li></ul>	